NATIONAL ENDOWMENT FOR THE HUMANITIES

DIVISION OF **PRESERVATION AND ACCESS**

RESEARCH AND DEVELOPMENT

Deadline: June 21, 2016 (for projects beginning January 2017)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.149

Items referred to in this document needed to complete your application:

□ Budget instructions
□ Budget form
□ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Questions?

Contact the staff of NEH's Division of Preservation and Access at preservation@neh.gov and 202-606-8570. Applicants who are deaf or hard of hearing can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov. NEH strongly recommends that you complete or verify your Grants.gov registration at least two weeks before the application deadline, since it takes time to process your registration.

System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, the applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your organization's Entity record at least annually after the initial registration, and more frequently if required by changes in your organization's information or another award term. In order for your organization to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in its Entity record must be current. You can update your organization's Entity record here. You may need a new SAM User Account to register your organization or update its Entity record. NEH strongly recommends that applicants update (or, if necessary, create) their SAM Entity record at least four weeks before the application deadline.

I. Program Description

The Research and Development program supports projects that address major challenges in preserving or providing access to humanities collections and resources. These challenges include the need to find better ways to preserve materials of critical importance to the nation's cultural heritage—from fragile artifacts and manuscripts to analog recordings and digital assets subject to technological obsolescence—and to develop advanced modes of organizing, searching, discovering, and using such materials.

This program recognizes that finding solutions to complex problems often requires forming interdisciplinary project teams, bringing together participants with expertise in the humanities; in preservation; and in information, computer, and natural science.

All projects must demonstrate how advances in preservation and access would benefit the cultural heritage community in supporting humanities research, teaching, or public programming. Below you will find a lengthy but not exhaustive list of the diverse research fields, topics, or humanities collection types that may be addressed by projects in Research and Development.

Collection and Format Types

- archaeological and ethnographic artifacts
- architectural and cartographic records
- archives
- art and visual culture
- books, manuscripts, and special collections
- digital media
- geospatial information
- language materials
- material culture
- moving image and sound recordings
- news media
- prints and photographs
- research databases
- software
- time-based media and born-digital art
- web, social media, and e-mail

Research Fields and Topics

- accessibility for persons with disabilities
- appraisal and selection
- cataloging and description
- digital forensics
- digital preservation
- disaster preparedness and emergency response
- humanities research data management and curation
- indigenous cultural heritage practices
- knowledge organization
- linked open data
- material analysis
- metrics for evaluating use of humanities materials
- preventive conservation
- textual encoding
- visualization

Research and Development offers two funding tiers in order to address projects at all stages of development and implementation.

Tier I: Planning and Basic Research

Tier I grants support the following activities:

- planning and preliminary work for large-scale research and development projects; and
- stand-alone basic research projects, such as case studies, experiments, or the development of iterative tools.

Proposals for planning work designed to culminate in large-scale projects must identify one or more project deliverables, such as the creation of an action agenda, work plan, published report, draft standard, or software prototype.

Proposals to conduct preliminary testing or stand-alone basic research must indicate how they will address research issues or problems in the cultural heritage field. When possible, grantees must make research data publicly accessible in a format inviting additional analysis or reuse.

Tier II: Advanced Implementation

Tier II grants support projects at a more advanced stage of implementation for the following activities:

- the development of standards, practices, methodologies, or workflows for preserving and creating access to humanities collections; and
- applied research addressing preservation and access issues concerning humanities collections.

Applications for Advanced Implementation must demonstrate significant planning or prior research in one or more relevant fields. Successful completion of a Tier I project is *not* a prerequisite for applying for a Tier II award. Applicants seeking Advanced Implementation grants are required to provide an additional one- to two-page dissemination plan as an appendix (see the Dissemination and intended audience section below, in the instructions for the narrative).

Encouragement for the study, documentation, or digital representation of lost or imperiled cultural heritage materials

In response to the destruction of cultural heritage materials worldwide, NEH encourages applications for projects that study, document, or create digital representations of lost or imperiled cultural heritage materials. Proposed projects should be based on scholarly work and follow standards and best practices. Project teams must include appropriate methodological specialists and humanities scholars. Projects must demonstrate the capacity to be sustained and must be widely accessible to the public. For more information click here.

The Research and Development program is especially appropriate for projects related to the development of tools, methods, technologies, or workflows for virtual representations that could be used for lost or imperiled cultural heritage materials.

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they focus on lost or imperiled cultural heritage materials.

Collaboration

Interdisciplinary collaboration is a hallmark of Research and Development projects at both the planning and implementation levels. NEH encourages project participation by cultural heritage professionals and specialists in preservation and other technical or scientific fields. Building community support for new standards and practices may also require partnerships among several cultural institutions, both in the United States and abroad.

Types of projects not supported

Research and Development grants may not be used for the following sorts of projects:

- Projects primarily directed at enhancing the preservation of and access to a *specific* collection or the holdings of a specific institution. For example, projects intending to arrange and describe, digitize, or reformat a humanities collection (or to create a reference resource such as an encyclopedia or atlas) should apply to the Humanities Collections and Reference Resources program. Likewise, projects focused on mitigating the deterioration of a specific humanities collection by employing sustainable preventive conservation strategies should apply to the Sustaining Cultural Heritage Collections program.

- Projects to support the creation or maintenance of a hosted service aiming to provide specialized preservation or access-related assistance. Projects involving a hosted service may, however, apply, provided that they seek to develop tools, workflows, practices, or methodologies with broad extensibility.

- Projects aimed at researching the restoration of historic structures, the preservation of the built environment, or the stabilization of archaeological sites.

- Projects to support interpretative humanities research. Applicants for such projects should consider the Collaborative Research program or the Digital Humanities Implementation program.

Previously funded projects

An institution whose project has received NEH support may apply for a grant for a new or subsequent stage of that project. Such proposals receive no special consideration and will be judged by the same criteria as others in the grant competition. In addition, these proposals must be substantially updated, including a description of the new activities and a justification of the new budget. The applicant must also describe how the previously funded project met its goals.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its grants available to the broadest possible audience. Our goal is for scholars, educators, students, and the

American public to have ready and easy access to the wide range of NEH grant products. For the Research and Development program, such products may include research data, digital tools, software, and other forms of publication. For projects that lead to the development of such products, all other considerations being equal, NEH gives preference to those that provide free access to the public. Detailed guidance on access and dissemination matters can be found below in the "Dissemination" section of the instructions for the narrative.

II. Award Information

For Planning and Basic Research (Tier I) projects, the maximum award is $75,000 for up to two years. For Advanced Implementation (Tier II) projects, the maximum award is $350,000 for up to three years. Successful applicants will be awarded a grant in outright funds, federal matching funds, or a combination of the two, depending on the applicant's preference and the availability of NEH funds. Matching funds are released when a grantee secures gift funds from eligible third parties.

(Learn more about different types of grant funding.)

Cost sharing

Although cost sharing is not required, this program is rarely able to support the full costs of projects approved for funding. In most cases, NEH Research and Development grants cover no more than 80 percent of project costs.

Cost sharing consists of the cash contributions made to a project by the applicant, third parties, and other federal agencies, as well as third party in-kind contributions, such as donated services and goods. Cost sharing also includes gift money raised to release federal matching funds.

III. Eligibility

U.S. nonprofit organizations are eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

NEH will not review late, incomplete, or ineligible applications.

IV. Application and Submission Information

HOW TO PREPARE YOUR APPLICATION

Application advice and proposal drafts

Before submitting a proposal, applicants are encouraged to review the sample narratives and the Frequently Asked Questions document, which are available on the program resource page.

Applicants are also encouraged to contact program officers, who can offer advice about preparing the proposal and review draft proposals. Staff comments on draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but applicants have found them helpful in strengthening their applications.

Program staff recommends that draft proposals be submitted at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Draft proposals are optional; if you choose to submit one, send it as an attachment to preservation@neh.gov.

Your application should consist of the following parts:

1. **Description of the project and its significance**

   Provide a one-page abstract written for a nonspecialist audience, clearly explaining the project's importance to the humanities, its principal activities, and its expected results.

2. **Table of contents**

   List all parts of the application and, beginning with the narrative, number all pages consecutively.

3. **Narrative**

   Limit the narrative for Tier I projects to fifteen single-spaced pages and for Tier II projects to twenty single-spaced pages. Begin the narrative by stating whether you are applying for a Tier I or a Tier II grant.

   All pages should have one-inch margins and the font size should be no smaller than eleven point. Use appendices to provide supplementary material.

   Individuals with a variety of professional backgrounds will read these applications and advise NEH on their merits. Project narratives should therefore be written with a minimum of technical jargon.

Keep the application review criteria (see Section V of these guidelines, below) in mind when writing the narrative, which consists of the following sections:

- **Significance**

  Explain the preservation and access research issue or problem to be addressed and how the cultural heritage field would benefit from the proposed solutions. Describe how outcomes from the project would advance humanities research, education, or public programming. Discuss the relation of your project to other work in the field and its contribution to solving the research problem. List relevant reference sources in a bibliographical appendix. You may also choose to include a more in-depth environmental scan as an appendix.

- **Background of applicant**

  Explain the applicant institution's capabilities for conducting the project, including its possession of the necessary technical infrastructure and scientific facilities. Describe the institution's experience in areas related to the project.

- **History, scope, and duration**

  Provide a concise history of the project, including information about preliminary research or planning, previous related work, financial support, publications produced, and resources or research facilities available.

  Tier II projects must demonstrate that they can carry out the proposed activities by pointing to significant planning and research that they have already undertaken, as well as expertise in relevant fields.

  If you will not complete the project during the requested grant period, describe the scope and duration of the entire project as well as the specific accomplishments or products intended for the grant period for which funding is requested.

  If the project has received previous support, indicate what has been accomplished in the current or past phase of the project and the degree to which it has met its established goals. List any publications, in print or electronic form, already produced. In the case of online projects, include a Web address and metrics that would demonstrate the project's significance to its field.

- **Methodology and standards**

  Discuss the procedures and standards that will be followed in carrying out the project. If the project's goals require departing from accepted procedures and standards in preservation and access, describe how the project will test the potential applicability of any innovative techniques and procedures that it is likely to develop.

In discussing your methodology, consider the following:

- For projects using or repurposing a dataset or collection as a test bed, describe its format, structure, and content in terms of how it supports the project's research and development objectives.

- Discuss the rationale and specifications for any programming languages, platforms, software, or other applications. Describe which technologies, instruments, and tools will be used to capture or generate data. Explain your choice of metadata standards that will be applied to the data for management and access purposes.

- For projects developing standards, practices, methodologies, or workflows, describe how advisers representing the relevant professions will guide the project and how any products will reflect the collective knowledge and judgment of experts in the field.

- Discuss the management of intellectual property or privacy permissions necessary to ensure the availability of the project's results—for example, proprietary technologies or licensed software. You must already have obtained permissions in matters concerning intellectual property, and you must provide any pertinent documentation in an appendix.

- If you are requesting complete or partial funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must comply with Article 34 of the General Terms and Conditions for Awards.

- **Work plan**

Describe the work plan in detail, including a schedule indicating what will be accomplished during each stage of the project. Separate complex procedures into a coherent set of activities. Explain how outcomes from one activity will carry over into the next. For each activity, specify the project team members involved. For multi-institutional collaborative projects, discuss the distribution of responsibilities across each institution.

- **Staff**

Identify the project's staff, including outside consultants. Describe the staff members' duties and their qualifications for those duties. Indicate the amount of time that the principal members of the project's staff will devote to the project.

Discuss the disciplinary and professional makeup of the project team as it pertains to project objectives and proposed activities.

All people directly involved in the conduct of the project, whether paid for by NEH or by cost sharing, must be named in the budget, along with their anticipated commitments of time. Provide in an appendix two-page résumés for major project staff and all consultants.

If the project has an advisory board, list the names and affiliations of the board's members and explain the board's function.

- **Sustainability and evaluation**

  Provide a detailed plan for evaluating the outcomes of the project. If you plan on conducting quantitative or scientific analysis or a survey, explain in general terms the methods that you will use to implement and evaluate your results.

  Describe your plan for the long-term preservation of project deliverables and datasets, including scientific, statistical, or survey results. For projects working directly with a humanities collection as a test bed, discuss efforts to ensure its proper handling and, if applicable, preservation. All projects should also ensure to the extent possible the accessibility and replicability of tests and procedures. Explain any provisions made for the long-term maintenance of products and their interoperability with other resources. You may elect to include a data management plan, if applicable, as an appendix.

  Describe, where applicable, any immediate and long-term institutional support in helping sustain your project. Include in your discussion personnel training, storage systems, data standards, migration plans, and infrastructural capacity as needed.

  For projects resulting in standards, practices, methodologies, and workflows, discuss plans for managing revisions or additions.

  In those cases in which further research or development is anticipated, describe plans for additional project phases, as well as efforts to secure outside support or community participation.

- **Dissemination and intended audience**

  Dissemination of project results is central to the success of cultural heritage research and development. It requires creative, ongoing attention throughout a project's duration that goes beyond occasional social media announcements or attendance at conferences.

  Discuss the intended audience within the cultural heritage community that will benefit most from project outcomes. Consider factors such as institutional type and size, humanities discipline(s), and professional networks that would be most interested in the project's results.

For all projects seeking to advance standards, practices, methodologies, and workflows, provide evidence in the appendices in the form of letters of support, citations, excerpted publications, or research that project results would be readily adopted by an active community.

Specify how you will provide access to deliverables such as research data, reports, publications, tools, software, or guidelines.

Projects developing new software are encouraged to make the software *free* in every sense of the term, including the use, copying, distribution, and modification of the software. Open source software or source code preferably should be made publicly available through an online repository such as SourceForge or GitHub. For products placed in an open repository, discuss plans to encourage active adoption through code sprints, training sessions, forum discussions, or other participatory models.

Tier II projects must include a one- to two-page detailed dissemination plan as an appendix. Possible activities may include, but are not limited to, one or more of the following activities: workshops to train practitioners, symposia, webinars, tutorials, multimedia productions, project websites, dedicated sessions at professional conferences (beyond delivery of a paper or poster), or academic or professional publications. Applicants proposing educational activities such as workshops or tutorials should provide information about their rationale, format, and venue. Who will conduct the program? Who will the audience be? What is the program's duration? How will the program be evaluated?

4. **Budget**

Using the instructions and the sample budget, complete the budget form (MS Excel) or a format of your own that includes all the required information. You can find links to the budget instructions, sample budget, and budget form on the program resource page. While all items should be justified by the narrative, you may include further explanation in brief budget notes.

If the applicant institution has a federally negotiated indirect-cost rate agreement and is claiming indirect costs, submit a copy of the agreement. Do not attach the agreement to your budget form. Instead you must attach it to the Budget Narrative Attachment Form (also known as the Budget Narrative File). (See the instructions for this form in the Application Checklist on the last page of this document.) Alternatively, you must attach a statement to the form, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; or c) that the applicant institution is using the government-wide rate of up to 10 percent of the total direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each subgrant or subcontract in excess of $25,000).

Indirect costs are computed by applying a negotiated indirect-cost rate to a distribution base (typically a portion of the direct costs of the project). If the applicant institution is claiming indirect costs and has a current federally negotiated indirect-cost rate agreement, include on the budget form the following information: a) the indirect-cost rate; b) the federal agency with which the agreement was negotiated; and c) the date of the agreement.

Organizations that wish to include overhead charges in the budget but do not have a current federally negotiated indirect-cost rate or have not submitted a pending indirect-cost proposal to a federal agency may choose one of the following options:

1. NEH will not require the formal negotiation of an indirect-cost rate, provided that the charge for indirect costs does not exceed the government-wide rate of up to 10 percent of direct costs, less distorting items (including, but not limited to, capital expenditures, participant stipends, fellowships, and the portion of each individual subgrant or subcontract in excess of $25,000). This option is not available to a sponsorship or umbrella organization—that is, an organization that applies for a grant on behalf of an organization that may not be eligible to apply directly to NEH for a grant. Applicants choosing this option should understand that they must maintain documentation to support overhead charges claimed as part of project costs.

2. If your organization wishes to use a rate higher than 10 percent, provide on the budget form an estimate of the indirect-cost rate and the charges. If the application is approved for funding, the award document will provide instructions on how to negotiate an indirect-cost rate with NEH.

All project directors will attend an event at the NEH offices in Washington, D.C. This event will showcase ongoing work as well as address major topics in cultural heritage research and development. Directors should budget accordingly for a one-day meeting in the spring of the second year of the requested grant period.

For any outsourced work, include third-party contractor costs in the budget category “Services.” Attach a complete itemization of these costs to the budget form. If there is more than one contractor, each one must be listed (as a separate line item under “Services”) on the budget form and the costs must be itemized separately.

To the maximum extent practical, all procurement contracts must be made through an open and free competition. They are to be awarded to the bidder or offeror whose bid or offer is most advantageous, considering price, quality, and other factors. Applicants must justify procurement contracts in excess of $100,000 that are not awarded by competitive bids or offers.

Permanent equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing. Permanent equipment is defined as nonexpendable personal property costing $5,000 or more and having a useful life of more than one year.

Consistent with the Buy American Act (41 U.S.C. 10a-c and Public Law 105-277), grantees and subrecipients who purchase equipment and products with grant funds should purchase only American-made equipment and products.

5. **Appendices**

Use appendices to provide the following:

- a brief bibliography of relevant sources;
- brief résumés (no longer than two pages) for staff with major responsibilities for the project's implementation; and
- a one- to two-page dissemination plan (required only for Tier II projects).

As relevant, include the following as well:

- representative samples of the final or anticipated form of the work;
- permissions in matters concerning intellectual property;
- an environmental scan of the relevant field, to show that you are aware of similar work being done, and to explain how the proposed project contributes to and advances the field;
- a data management plan;
- results from previous or preliminary work such as screenshots, reports, or collected data;
- job descriptions for any additional staff who will be hired specifically to work on the project;
- brief résumés (no longer than two pages) for project consultants;
- letters of commitment from consultants and participants from cooperating institutions; and
- letters of support (preferably no more than three), along with citations, excerpted publications, or research demonstrating interest in the project's anticipated results. Letters of support should address the project's significance and should be written by experts in the project's subject area, proposed methodology, or technology. Authors of letters of support will not participate further in the NEH review process.

6. **Project participants, consultants, and advisers**

On a separate page, list in alphabetical order, surnames first, all project participants, consultants, members of the project's advisory board (if there is one), and authors of letters of support; include the institutional affiliations of all of these individuals. The list is used to ensure that prospective reviewers have no conflict of interest with the projects that they will evaluate.

7. **History of grants**

If the project has received previous support from any federal or nonfederal sources, including NEH, list on one page the sources, dates, and amounts of these funds. If the project has a long history of support, the sources and contributions may be grouped and summarized.

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the program resource page. **Be sure to read the document (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.**

HOW TO SUBMIT SUPPLEMENTARY MATERIALS

If you are sending supplementary materials (those that cannot be scanned and converted to an electronic form and submitted via Grants.gov), please send **eight copies of each item** and include a list of these supplementary materials in the application's table of contents with an indication that these have been mailed separately.

NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that supplementary materials be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline.

Send the materials to

Research and Development
Division of Preservation and Access
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8570

If you wish to have the materials returned to you, please include a self-addressed, pre-paid mailer.

Deadlines

Applications must be received by Grants.gov on or before June 21, 2016. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted. **Supplementary materials must also arrive at NEH on or before June 21, 2016, to be considered as part of the application.**

V. Application Review

Evaluators are asked to apply the following criteria in assessing applications:

- the significance and potential impact of the project for improving preservation and access practices;
- the benefits of the project for humanities research, education, or public programming;
- the soundness of the methodology, including its adherence to accepted professional and technical standards of practice;
- the soundness of the dissemination plan;
- the viability, efficiency, and productivity of the project, as indicated by the work plan;
- the experience and appropriateness of the project's interdisciplinary team in relation to the activities for which support is requested;
- the effectiveness of the proposed strategy for ensuring a project's sustainability, including efforts to evaluate project results and provide long-term access to project data and outcomes; and
- the reasonableness of the proposed budget in relation to anticipated results.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available here.

Prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Uniform Guidance §200.205. (See Section VI below for more information about the Uniform Guidance provided by the Office of Management and Budget.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

VI. Award Administration Information

Applicants will be notified of the decision by e-mail in December 2016. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in January 2017. Award documents will identify the relevant terms, conditions, and administrative requirements that pertain to successful applications. The Grant Management section of the NEH website outlines all the responsibilities of award recipients, including anti-lobbying restrictions, in great detail. Applicants may obtain the evaluations of their applications by sending a letter to NEH, Division of Preservation and Access, 400 Seventh Street, S.W., Washington, D.C. 20506, or an e-mail message to preservation@neh.gov.

In September 2015 NEH adopted without exception a new government-wide regulation for federal awards, referred to as the "Uniform Guidance." The Uniform Guidance applies to all NEH awards and is aimed at reducing the administrative burden on award recipients and improving accountability of federal financial assistance for tax payers (See 2 C.F.R. Part 200: *UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS*.) NEH will identify in each grantee's award documents the relevant terms, conditions, and administrative requirements from the Uniform Guidance with which the grantee must comply.

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH Office of the Inspector General. You can find details on how to report such allegations and suspicions here.

VII. Points of Contact

If you have questions about the program, contact:

Research and Development
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8570
preservation@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: http://www.grants.gov
Grants.gov help desk: support@grants.gov

Grants.gov customer support tutorials and manuals:
http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html
Grants.gov support line: 1-800-518-GRANTS (4726)

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, DC 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, DC 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- ☐ **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.

- ☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before the deadline.

- ☐ **Download the application package from Grants.gov.** The program resource page on NEH's website has a direct link to the package. (Note that Grants.gov tells you to download the "application instruction" as well as the "application package." The "application instruction" is this document, so there's no need to download it.) You can also search Grants.gov for this program. The program resource page has a direct link to the instructions for completing the package.

□ **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Domestic Assistance - Short Organizational

2. Supplementary Cover Sheet for NEH Grant Programs

3. Project/Performance Site Location(s) Form

4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

   ATTACHMENT 1: Description of the project and its significance (name the file "projectdescription.pdf")

   ATTACHMENT 2: Table of contents (name the file "contents.pdf")

   ATTACHMENT 3: Narrative (name the file "narrative.pdf")

   ATTACHMENT 4: Budget (name the file "budget.pdf")

   ATTACHMENT 5: Appendices (name the file "appendices.pdf")

   ATTACHMENT 6: List of project participants, consultants, and advisers (name the file "participantslist.pdf")

   ATTACHMENT 7: History of grants (name the file "granthistory.pdf")

5. Budget Narrative Attachment Form (also known as the Budget Narrative File)—Using this form, attach **only** a copy of the applicant institution's current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the Grants.gov instructions for institutional applicants, which are available on the program resource page, for additional information.)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs here.

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on federal holidays), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

Be sure to read the document (PDF) that explains how to confirm that you successfully submitted your application. It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application.